Higher Education Directorate

ADMISSIONS POLICY AND PROCEDURE
2022-2025

CONTENTS

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1.0	New	June 2019	N/a – new policy
1.1	Review	May 2022	Minor modifications

This Policy applies to University Centre Weston (UCW) and meets the requirements of the Office for Students (OfS), the Quality Assurance Agency (QAA), and the Revised UK Quality Code. Where required guidance from the Competition and Markets Authority (CMA) and the Office of the Independent Adjudicator (OIA) will be observed.

1   PURPOSE

1.1. The purpose of the University Centre Weston (UCW) Admissions Policy is to ensure that UCW operates a fair and transparent admissions policy that adheres to both the Quality Assurance Agency (QAA) UK Quality Code for Higher Education (2018), the Office for Students (OFS) ongoing conditions of registration and UCAS best practice.

1.2. This document sets out UCW's expectations and processes for a fair admissions system based on transparency, merit-based selection, reliable, valid and inclusive selection, minimal barriers for applicants and professional structures and processes.

1.3. The Policy is designed to protect and maintain UCW's reputation in terms of it being transparent, fair and inclusive as its core values.

1.4. The Policy meets the following areas of both the:
- Conditions as set by the Office for Students (OfS)
- UK QAA Quality Code: UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access.

2   SCOPE

2.1 UCW is committed to recruiting students from a broad and diverse community, who have the potential to succeed and benefit from higher education. UCW seeks to recruit students who have varying experiences of education, including those who are well qualified academically and those who may have followed non-traditional paths. Accordingly, and by agreement with the partner universities, UCW recognises a wide range of qualifications and experience for entry to higher education courses.

2.2 This policy applies to all taught higher education provision whether direct or indirect and full-time or part-time. This includes:

- Higher Technical Qualifications (HTQs)
- Higher National Certificates/Diplomas
- Short Courses
- Foundation Degrees
- Honours Top-Up Degrees
- Bachelor's Degrees

This will ensure that the approach to admissions is both consistent and transparent, and convergent with partner universities.

3   POLICY STATEMENT

UCW is committed to the elimination of all kinds of discrimination. It ensures that all applicants are treated fairly and that decisions about recruitment, selection, admission and progression to its courses at all levels are based on objective academic and non-academic criteria that have been made available to applicants prior to application.

Objectives of the UCW Admissions Policy

3.1 The objectives of the policy are to:

- o   Provide a fair admissions system based on transparency, merit-based selection, reliable, valid and inclusive selection, minimal barriers for applicants and professional structures and processes.
- o   Ensures effective communication between all parties.
- o   Effectively contributes to the success of the Weston College Group.
- o   Meets all criteria as set down by both the QAA Quality Code (2019), and the Office for Students.

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4 PROCEDURE

The UCW Admissions policy sets out to:

To ensure information provided to applicants on courses, facilities, entry requirements and procedures are as detailed and accurate as possible, to enable applicants to make informed decisions. This detail will be provided in a variety of forms to be made easily accessible for applicants. Information is also available through the website and at University and Colleges Admissions Service (UCAS). The prospectus specifies the typical standard entry requirements for each course. UCW do not use admissions tests nor consider A level unit grades. Due to deadlines for printed matter, online information is expected to be the most current.

UCW's aim is to select students most likely to benefit and succeed. The entry criteria and selection methods chosen for each course are designed to ensure that students who are offered places are likely to succeed academically and gain intellectually from the provision available. Aptitude and commitment for a particular course is therefore the primary criteria for selection. However, it is important to note that this is subject to places being available and that it is not always possible to make offers to all the good candidates who apply.

UCW recognises that in order to act on our core equality principles, some applicants may need reasonable adjustments to their audition or interview criteria. This includes but is not limited to virtual interviews and self-submitted interview audition recordings. All virtual interviews may be recorded for quality monitoring purposes and will be outlined in the initial interview invitation. The candidate will also be reminded prior to the recording starting.

Where interviews or auditions are necessary to make decisions about the suitability of a candidate for a course, this is made clear to applicants prior to the event. Applicants will be given detailed information regarding what to expect, along with advice regarding anything they need to bring or prepare in advance. These expectations are reiterated to candidates on arrival.

The purpose of an audition or interview (see appendix 1) is to ensure that candidates have enthusiasm, motivation and ability to succeed on the course. Where applicable, the performance skills necessary to meet all the criteria for the course are also required to be considered.

Applicants for courses that do not require an audition or interview will be made an offer, provided they meet, or are predicted to meet, the standard entry requirements, and have made the application by the relevant deadline. The decision whether an applicant is eligible for an offer will be based on an applicant meeting entry criteria for that subject, which is usually, but is not limited to, relevant academic achievement and an established interest in the subject.

All full-time applications received prior to the UCAS closing date will be given equal consideration. Applications received after this date will only be considered if places remain on the course. Decisions on such applications could therefore be made until later in the admissions cycle. Part time applications will be considered as received until all available places have been awarded, or the course has commenced, and it is deemed to disadvantage a student to start at that point.

4.1 Accreditation of Prior Experiential/Certificated Learning

Where an applicant does not possess the relevant entry requirements but would like to be considered based on previous experience, it will be necessary for staff to request supplementary material to support the application (Appendix 2). This could include a portfolio of evidence, successful completion of a written project at an appropriate academic level or other appropriate documentation. Candidates would be considered under the Accreditation of Prior Experiential Learning (APEL) procedures for the appropriate institution.

Applicants who possess prior accreditation / certification may claim appropriate exemption from part of their course or look to enter directly into year two of a course. Candidates would be considered under the Accreditation of Prior Certificated Learning (APCL) procedures for the appropriate institution.

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Further information on UCW's APEL / APCL policy for direct provision is included in Appendices 3 -5, for indirect provision candidates are advised to contact Bath Spa University.

4.2 Training

UCW is committed to the continuing professional development of all staff and to deliver an ongoing programme of appropriate training events. To ensure that admissions processes are conducted in a professional manner by authorised and competent representatives, UCW offers related development sessions. All staff involved in the recruitment, selection, interview and admission of students are required to engage with this training. This could include admissions procedures, best practice, decision making, equality and diversity matters and updating regarding other related issues such as new qualifications and disability issues. As part of this process, all relevant staff meet with admissions staff on an annual basis to discuss procedures for the forthcoming cycle.

The HE Admissions Officer or a member of the admissions team will attend interviews throughout the cycle to observe those making decisions to ensure decisions are appropriate, that the policy is being adhered to and in order to highlight best practice or topics to be covered in future development sessions.

4.3 Directly funded Provision

UCW will ensure accuracy and completeness of published information on learning opportunities and assure it is available in a variety of formats, including online and hard copy. The partnership with the specific university will also be made explicit.

UCW will ensure that information regarding qualifications, course content, entry requirements and selection is available on the UCAS website. All full-time applications are initially received by UCAS and processed in a timely fashion. Applicants applying for courses that do not require an interview / audition will be made an offer providing they meet the entry requirements and subject to places being available. In normal circumstances UCW would aim to make decisions within seven working days. These decisions will be processed through UCAS, to ensure all appropriate deadlines are adhered to.

Applicants requiring an interview will normally be invited to attend an interview within seven working days of receipt of their application. Applicants would normally be given a minimum of two weeks' notice of an interview, but at busy times they may be given additional time to prepare. If students are unable to attend on the date given, they can contact the admissions team on 01934 411409 for an alternative date. Following interviews decisions will be processed through UCAS to ensure all appropriate deadlines are met and usually within one week of an interview.

All applicants will be provided with information regarding course fees, including additional costs such as residential visits or studio fees, and sources of additional support. Students will be informed on several occasions if additional information is required prior to being accepted onto the course, such as a Disclosure and Barring Service (DBS) check or evidence of a work placement. This information will be available on the UCW website, explained at interview, and during orientation days, and sent to applicants in advance of the commencement of the course.

4.4 International Students

International students should submit a UCAS application and will then be contacted to provide copies of all appropriate documentation along with proof of identity. UCW require notarised copies of all certificates / documentation including any completed qualifications. Students would then be interviewed using a prescribed set of questions asked to all international applicants. Following a successful interview, we would issue a CAS certificate to enable students to obtain the appropriate visas.

International students are advised to apply early to ensure there is appropriate time to process their application and get appropriate visas in place.

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We are required to return attendance reports to the UK Border Agency (UKBA) in order to ensure UCW meets all statutory requirements of UKBA.

UCW sets minimum requirements for the standard of English expected of applicants for whom English is not the first language. Full details are available within the prospectus.

4.5 Part-time Students

Applicants looking to join a directly funded programme on a part-time basis can either email admissions@ucw.ac.uk to request an application form or find it on the UCW website. Once the completed form is returned and any additional selection methods have taken place successful applicants will then receive confirmation of their offer to join the programme, along with any conditions, by email.

4.6 Indirectly funded Provision

It is the responsibility of the partner university to ensure that information regarding qualifications, course content, entry requirements and selection are available on the UCAS website. UCW and the partner university will ensure that all information published about courses is accurate, complete and easily accessible, made available in a variety of formats to include online and hard copy.

All full-time applications are initially received by UCAS and processed by the university who carry out the initial selection activity. Applications are then forwarded to UCW for consideration, with decisions subsequently processed through UCAS in a timely fashion, to ensure appropriate deadlines are adhered to.

Interviews or auditions will be arranged where necessary in accordance with institutional agreements and as agreed at the admissions meetings. If candidates are subject to an interview, UCW will ensure that decisions are returned to the university in a timely fashion, enabling all UCAS deadlines to be met. Normally decisions would be communicated with admissions staff at the partner university within two working days of the interview being conducted and processed by them via UCAS as soon as possible.

Both institutions will work together to ensure all international students obtain the appropriate visas and meet all requirements of the UK Border Agency including the return of attendance reports as necessary. In addition, specialist advisors will support any international students who accept places to study. It is recommended that students from outside the UK contact specialist staff within the partner universities for specific advice and support.

UCW and the partner university will agree target numbers and offer levels at the beginning of the recruitment cycle.

UCW will provide information regarding course fees, including additional costs such as residential visits or studio fees, and sources of additional support. Students will be informed on several occasions if additional information is required prior to being accepted onto the course, such as a Disclosure and Barring Service (DBS) check or evidence of a work placement. This information will be available on the UCW website, explained at interview, and during orientation days, and sent to applicants in advance of the commencement of the course.

4.7 Part-time Students

Applicants looking to join an indirectly funded programme on a part-time basis should email admissions@ucw.ac.uk to request the appropriate application form from the relevant partner university. Once the completed form is returned and any additional selection methods have taken place successful applicants will then receive confirmation of their offer to join the programme, along with any conditions, from the partner university.

4.8 Apprenticeships

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UCW offers several Foundation Degrees, HTQs and Bachelor's Degrees within Higher and Degree Apprenticeships. Recruitment to these programmes is typically managed by employers – prospective apprentices will therefore apply to the employer rather than directly to UCW and should expect their application to be progressed in accordance with the employer's policy.

In some cases, UCW may be invited by employers to participate in the process for recruitment to apprenticeship programmes. Where this occurs UCW will endeavour to operate in accordance with the principles set out in this policy.

4.9 Short Courses
The introduction of the HE Short Courses in 2022 means that applicants can now study a standalone Level 4 or Level 5 module of an established degree as either part of CPD or as a precursor to joining the degree with accreditation later.

Applicants looking to join a HE Short Course should email admissions@ucw.ac.uk to request an application form. Once the completed form is returned and any additional selection methods have taken place successful applicants will then receive confirmation of their offer to join the programme, along with any conditions, by email.

4.10 Applicant responsibility
Most applicants will be subject to UCAS rules regarding replying to and accepting offers which are widely publicised. These dates are determined by UCAS, and it is essential that applicants comply with the deadlines given. Those who do not respond in a timely manner will be rejected by default (RBD) and it may not be possible to reinstate original offers. UCW will inform any applicants they are aware of that are approaching a RBD date if they have not already responded.

Disabled applicants are encouraged to disclose their disability on their application form in order that reasonable adjustments can be made during the selection process and to ensure appropriate support is in place, during an interview / audition if appropriate, and prior to the commencement of study. Specialist staff will support applicants with a Disabled Students Allowance (DSA) application and a range of specialist support services are available to students with physical disabilities, mental health conditions or learning difficulties.

Weston College has been previously awarded the Buttle Trust Quality Mark for care leavers which its commitment to applicants and students with a history of care. Candidates are encouraged to disclose this information on their application in order that specialist support staff can contact applicants to discuss any individual needs and a named contact, usually the Welfare and Retention Lead, will be available to offer further support.

4.11 Communication with Applicants
To enhance the application experience, applicants will be contacted on a monthly basis via email both thanking them for their application and providing key dates and information (such as open days, meet the tutor events and finance and accommodation information) as the year progresses.

4.12 Information, Advice and Guidance (IAG)
UCW provides a range of opportunities for students to visit UCW both prior and post making an application. These events will enable applicants to receive further details regarding the courses, facilities, student experience, facilities and support available at UCW in order that students can make informed decisions. Trained IAG staff are available at these events to talk individually with students and answer any queries.

4.13 Open Day
Where applicants are not required to attend an audition or interview, they will be invited to attend an open day following the receipt of an offer of place. With late applications this may not always be possible.

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These events will enable applicants to receive further details regarding the courses, assessment, facilities, support services and overall student experience. In addition, students will be able to meet the course team and current students as well as being taken on a tour.

Applicants who cannot attend may request additional literature or to visit on an alternative date by contacting enquiries@ucw.ac.uk.

4.14 Offers to alternative programmes
Applicants that have applied unsuccessfully to a course delivered at a partner university may occasionally be made an offer to join an alternative course delivered at UCW. Recognising that they may have interviewed or auditioned at the partner university, these applicants will where possible be offered the opportunity to visit UCW prior to making a decision regarding their offer.

4.15 Changes to courses
It may sometimes be necessary to change the specification or discontinue a course, occasionally at short notice. Alternatively, delivery days may need to alter. Any such significant changes to courses will be communicated to applicants as soon as possible. In accordance with legislation applicants will be given the option to withdraw their application and apply elsewhere.

Where a course fails to recruit viable numbers UCW will work with the applicants affected to make alternative offers either at UCW, or one of the partner universities. In addition, we will discuss other options elsewhere and release applicants into clearing should they so decide.

Courses still subject to validation are clearly promoted so applicants are aware that the course may not run.

4.16 Deferred entry
The year of entry is not considered in the decision-making process. Applicants who apply for a deferred place on their UCAS application will be processed along with all other applicants and must fulfil the conditions of any offer made within that admissions cycle. If they do not do so, a further application will be required in the following admissions cycle.

Applicants who wish to defer following an offer of a place being made are encouraged to put the request in writing to the appropriate decision-making institution based on whether the course is direct or indirect provision. It would not normally be possible to allow an applicant to defer for more than one year.

4.17 Cancellation and Clearing
Full-time applicants will be subject to UCAS-set deadlines for replying to offers they have received. Where applicants who have accepted an offer would like to be released from this acceptance (including being released into Clearing) UCW will not unreasonably object to this.

4.18 Pre-contract information
At the point at which an applicant is made an offer they will be advised how to access the UCW pre-contact information relating to this offer. This information set will remain applicable for the duration of a student's course whilst new pre-contract information will be issued if they progress to a further course, e.g., a Top-up.

Applicants to indirect provision will also be sent additional pre-contract information by the relevant partner university.

4.19 Induction and enrolment
Applicants will be sent information from UCW and their partner university if appropriate regarding the start of term arrangements.

Students will be taken through a full programme of activities during Freshers and Induction week, starting with a welcome talk which will cover a range of important information about UCW and its support services. During this week students will be able to enrol with UCW (and their partner university where required) as well

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as completing other activities such as an assessment of learning and study needs, along with any health and safety requirements.

4.20 Applicants with criminal convictions

All applicants are required to declare any criminal convictions that are unspent under the Rehabilitation of Offenders Act 1974 at enrolment and are strongly encouraged to disclose any such convictions at the point of application. In addition, offers made to applicants to join courses that involve contact with children or vulnerable adults will be subject to the completion of a Disclosure and Barring Service (DBS) application. A number of courses require this as a compulsory element and therefore return of the DBS form may be a requirement within an offer of a place.

The HE Academic Registrar will contact any applicant that has declared a criminal conviction seeking further information in order that UCW can satisfy itself that an offer can be made to that individual. In the majority of cases, a criminal conviction will not prevent an offer being made. However, UCW reserves the right to assess all such applications to ensure that admitting the applicant would not preclude them from a career in the relevant sector, or place staff, students or visitors to UCW campuses, or within work placements, at risk.

Where an applicant has made a declaration of an offence in applying for more than one course, that declaration will not be considered in decision-making for courses where it is not relevant.

Decisions on the admission of applicants with criminal convictions will normally be made by UCW according to our Safeguarding policy. However, in the case of serious convictions on an indirect course, the decision may be referred to the partner university and a group of senior staff may be asked to review the case. This will be dealt with in a sensitive way and maintaining the confidentiality of the applicant where possible.

4.21 Feedback

In the event of an applicant being unsuccessful, they may contact UCW Admissions for feedback if it is felt by them, they should have been offered a place, provided they have paid due regard to the following:
• Close reading of the entry requirements,
• Listening to the general advice provided at interview or audition

If it is still unclear why a place has not been offered, based on all of the information, applicants should contact UCW Admissions by email (admissions@ucw.ac.uk) within two weeks of receiving the unsuccessful decision.

Feedback to unsuccessful applicants will be provided to applicants only on request. Due to the numbers of applicants on some courses it will not always be possible to provide highly specific or tailored commentaries.

Parents, guardians, advisors, schools and colleges are asked to note that feedback will usually only be offered direct to the candidate unless UCW or the partner university has received a clear written statement indicating that the applicant is willing for matters to be discussed with another individual or party.

4.22 Complaints and appeals

UCW regularly reviews and monitors all matters relating to student admissions to ensure that the process is as fair and transparent as possible. However, if applicants feel they have been treated unfairly, or are dissatisfied with the way their application has been handled they can submit a complaint as detailed in the Complaints Policy and Procedure. This can be obtained via the website Wider Information Set (WIS) | University Centre Weston (ucw.ac.uk) or by phoning 01934 411402. The UCW Complaints Policy and Procedure can be found within the applicant's hub. https://www.ucw.ac.uk/applicants-hub/

An appeal is a request for reconsideration of an application decision. There is limited right to appeal, and this should relate solely to the process. Applicants do not have a right of appeal against the academic or professional judgement about the applicant's suitability for entry to a particular programme. However, if relevant information was missing from the original application, or a procedural irregularity occurred applicants can submit the details in writing to the Assistant Principal: HE or the Deputy Director: HE. This communication should be received no more than 28 calendar days after the UCAS decision is processed.

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I In the event that an applicant submits both an appeal and a complaint, the applicant's appeal will be addressed first, as satisfactory resolution can often remove the need for a complaint to be made. On conclusion of the appeal process the applicant will be asked if they still wish to make a complaint.

In some cases, it may be necessary to forward a complaint to the appropriate university, if they have made the final decision. The complaint would then be processed under their appropriate policy.

5 RESPONSIBILITIES

Compliance, monitoring and review

5.1 This version of the Policy will apply from 2022-2025.

5.2 The Higher Education Directorate Management Team will be responsible for ensuring that all procedures are adhered to.

5.3 The Policy has been designed to help meet the Admissions Guidance of the QAA Quality Code (2018).

5.4 The Policy has been designed to help meet the OfS Regulatory Framework for Higher Education.

Reporting

5.5 All reporting will be done through the faculty and form part of the annual monitoring review for each programme and form part of the faculty report for AQSC to ensure the effectiveness of the Policy.

Records management

5.6 The Higher Education Directorate Management Team will be responsible for all internal and external course management systems are complete and updated.

5.7 This will adhere to the administration of the Policy and Procedure using the Weston College (ISO) record keeping system.

6. DEFINITIONS

6.1 The following definitions provide clarification of the key terms used in this Policy and their relevance to its implementation.

Terms and definitions

Advice and Guidance: The Advice and Guidance section of the QAA Quality code. It is divided into 12 themes and its purpose is to support new and existing providers in meeting the mandatory requirements of the Quality Code. It has been developed in partnership with the higher education sector and includes guiding principles, practical advice and further resources. The Advice and Guidance is not mandatory for providers, but illustrative of possible approaches.

Awarding Organisation: The academic organisation responsible for the approval of courses and awarding of qualifications, where delivery is by UCW.

Expectations: Statements in the UK Quality Code that set out what all UK higher education providers expect of themselves and each other and what the general public can therefore expect of them.

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Practices: Effective ways of working that underpin the delivery of expectations. These include:

a. **core practices** that must be demonstrated by all UK higher education providers as part of assuring their standards and quality.

b. **common practices** focus on enhancement and are applied by providers in line with their missions, their regulatory context and the needs of their students.

Quality Assurance Agency (QAA): The Quality Assurance Agency is the official body designated by the Office of Students to monitor and review the quality and academic standards of higher education provision across the UK.

UK Quality Code for Higher Education: UK-wide set of reference points for higher education providers which states the Expectations that all providers are required to meet. It was developed with the Higher Education community and is owned, maintained and published by QAA.

7. RELATED LEGISLATION AND DOCUMENTS

Office for Students Ongoing Conditions of Registration

Office of the Independent Adjudicator, The Good Practice Framework: Supporting Disabled Students

UK QAA Quality Code: Learning and Teaching

Teaching Excellence and Student Outcomes Framework

The Equality Act 2010

The Equality Act 2010 Technical Guidance on Further and Higher Education (The Equality Act 2010 technical guidance)

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Appendix 1

Interview Record Sheet 2022 – 2025

Applicant name	
Programme	
Date	
Interviewer	

Instructions to interviewers

Notes should be made during or immediately after an interview and before the next interview – where time between interviews is limited brief notes should be made and then expanded on later. Each interviewer should complete their own record sheet prior to consultation with others. Interviewers should be aware that applicants are entitled to view their interview notes upon request and notes should therefore always demonstrate integrity and professionalism.

Motivation to study at HE level

Communication skills

Career exploration

Portfolio/assessment (where applicable)

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Audition/performance (where applicable)

Additional comments

Decision					
Unconditional offer		Conditional offer		Unsuccessful	

Conditions (or reason unsuccessful)

Once completed this sheet should be given to the HE Admissions Officer or a digital copy emailed to admissions@ucw.ac.uk

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Appendix 2

Accreditation of Prior Learning Policy

University Centre Weston
ACCREDITATION OF PRIOR LEARNING POLICY

Policy Aim.
To facilitate the assessment and recognition of prior learning that students may have gained through previous experience.

Principles.
- To enable recognition of prior learning in support of flexible learning pathways
- To promote lifelong learning
- To support widening participation
- To develop employability
- To increase opportunities for partnership working
- To ensure decisions are accessible, transparent, fair and consistent

These principles reflect University Centre Weston's objectives which seek to ensure equality of opportunity and widening participation.

UCW may award credit for successfully assessed experiential learning and/or for learning accredited by other institutions delivering higher education or other bodies recognised by UCW for this purpose.

Scrutiny of prior learning for the purpose of the recognition by UCW of credit toward a named award should be undertaken by academic staff within faculties in accordance with the procedures. Such staff shall have appropriate programme discipline and/or professional expertise and should have regard for UCW information and guidance on accreditation of prior learning.

Accreditation may be used for:
- Admission to a programme of study. (Please refer to Admissions Statement.)
- Awarding credit to allow admission to a programme of study at a point after initial entry (advanced standing), e.g., transferring from another university.
- The recognition of credit towards an award.

Conditions
- Any module for which credit is awarded will be capped at a 40% pass. No classification will be awarded.
- The maximum credit allowed within any single award is two-thirds.

In general, UCW would look to advise students where possible to engage fully with the integrated nature of the learning experience presented within a programme of study.

FEES
In respect of HEFCE-funded programmes, an applicant should not usually be charged a fee for consideration of their application. However, the programme fee will not be reduced.

GUIDELINES AND PROCEDURES
Applications
In all cases claims for APL should be submitted to the Assistant Director HE: Academic Registry. Students should initially discuss the potential and suitability of their proposed claim directly with the Assistant Director HE: Academic Registry.
Types of Accreditation

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Generally, students ask for one of two types of accreditation for prior learning to be considered:

- **AP(C)L: Accreditation of Prior Certificated Learning**
  This is where a student is seeking admission to a programme of study or is seeking to transfer from another higher education institution onto a similar programme at the same level and already has verifiable passes in modules containing equivalent learning outcomes. Another example might be a student wishing to change the mode of study from part-time to full-time or vice versa.

- **AP(E)L: Accreditation of Experiential Learning**
  This is where a student has prior and relevant experience academically and professionally which might be seen to match closely the entry requirements and/or the learning outcomes of a particular module and can be supported by a portfolio of evidence or successful completion of a written project set at the correct academic level; the portfolio to include a mapping of student reflection on how the relevant learning outcomes have been met, job descriptions and independent corroboration.

  Process
  It is the student's ultimate responsibility to decide the grounds on which he/she wishes to make a claim for APL.

  In the case of AP(C)L the appropriate form should be submitted, together with an academic transcript obtained from the higher education institution at which they have studied. This should include programme title, level, dates results obtained, module descriptors and learning outcomes.

  The Assistant Director HE: Academic Registry, with reference to the relevant Programme Co-ordinator and the Assistant Director HE: Curriculum and Quality where appropriate, will oversee the decision making in these cases.

  In the case of AP(E)L an outline of the potential claim should be submitted to the Assistant Director HE: Academic Registry, following which the applicant will be referred to the programme co-ordinator for detailed advice about compiling a portfolio of evidence. The programme co-ordinator should usually provide support to students wishing to make such claims and guidance on the verification of professional expertise and currency of prior learning.

  In some cases, a suitable written assignment may also be prescribed.

  Upon formal submission the Assistant Director HE: Academic Registry will pass the portfolio of evidence on to the appropriate Programme Co-ordinator for consideration, who should use the following criteria to inform their decision.

  Guidance Criteria for Staff Making Assessments
- **AP(C)L**
The transcript or other evidence provided should include clear confirmation of the institution of study; (validating body); course/programme title studied; student name; dates of study; modules passed, and credit points achieved; and/or final award. Vigilance should be exercised where any of the above details are omitted, and additional evidence normally sought. If there are any queries about the authenticity of the transcript (including if the student now bears a different name to the one listed on the transcript), the Assistant Director HE: Academic Registry will need to note that approval is pending sight of the original document or other evidence. Admission onto a programme must be based on receipt of sufficient documentary evidence.
- **AP(E)L**
A portfolio of evidence and/or written assignment for experiential learning is assessed against the learning outcomes of the module(s) for which a claim is made.

There are five criteria to consider:
- **Content:** does the evidence indicate that the student has acquired the types of knowledge/ understanding and skills developed in the module(s)?
- **Level:** does the evidence indicate that the learning has been at the same higher education level as the module(s)?
- **Volume:** does the evidence indicate that the learning has been of sufficient volume to deserve credit equivalent to the module(s)?
  Note: this is particularly important in placement-type modules where the student must have a certain length of work experience.

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- **Currency:** is the learning still current, in relation to the module learning outcomes? As a rule of thumb, ten years is considered the maximum 'shelf life' over which the learning is considered current. However, this will depend on subject. For instance, learning in subjects where there has been rapid technological development, or where professional requirements have changed, will have briefer currency.

- **Authenticity:** are you confident that the evidence presented is authentic?

The student should provide evidence of **broad equivalence** – i.e., that he/she has met the same learning outcomes as a student who has taken and passed the module. If the module is a prerequisite for another, or if it is a core or compulsory module within a student's programme, the student must provide evidence to suggest that he/she is sufficiently prepared to progress to the next module or level. The student must provide an equivalent document that clearly maps materials in the portfolio against the module learning outcomes, normally in the form of a grid. It is not the job of the programme co-ordinator to do this mapping. A claim might be referred back if the student has not completed this properly.

The Programme Co-ordinator, after consideration of this evidence, will make one of three recommendations (outlined below) and return to the Assistant Principal: HE for communication to the student.

Formal Decision
Possible recommendations are:
1. **Acceptance** of the accreditation for the specified module(s).
2. **Referral** of the claim. The student is encouraged to resubmit. Comments in the feedback section should make it clear where the weaknesses are. In cases where it might be difficult to provide new evidence, the student might be invited to demonstrate learning by undertaking a written or oral assignment.
3. **Rejection** of the claim. The student is not encouraged to resubmit (comments should make it clear where the shortfalls are), and therefore encouraged to engage with the whole programme where appropriate.

The HE Partnership Manager will meet with the Programme Co-ordinator to consider:
1. Claims which may be formally approved and signed off at that point.
2. Claims which require further evidence.
3. Claims which cannot be accepted.

Notification of Decision
When the claim has been formally approved the HE Admissions Officer will send notification to the student. Confirmation will be passed to the Lead Business Advisor (HE), for input to the student's record as soon as possible.

When a claim has been referred the HE Admissions Officer will send notification to the student asking for specific supporting evidence to be provided for clarification and support of the claim.

When the claim has been rejected the HE Admissions Officer will send notification to the student indicating the grounds for rejection.

The HE Partnership Manager has final approval for all decisions.

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Appendix 3

University Centre Weston
Accreditation of Prior Learning Application Form (Cover Sheet)

STUDENT NAME:		STUDENT NUMBER	

PROGRAMME APPLIED FOR: (*list title and/or code*)

PERSONAL DETAILS
Surname
Forename(s)
Former Name *(if applicable – proof of name changes to be submitted with application)*

Title (*e.g., Mr, Mrs, Ms, Miss*)	Male / Female
Correspondence address	
Postcode	
Telephone No	Email (*for current students, we will use your student mail*)

APPLYING FOR: (*please tick as appropriate*)

- **Accreditation of Prior Certificated Learning: AP(C)L**   ☐

f you are applying for AP(C)L, please attach a list of the modules for which you are seeking credit, a transcript of your results so far, and an outline (printed from the website of your current institution) of the module content.

- **Accreditation of Prior Experiential Learning: AP(E)L**   ☐

  If you are applying for AP(E)L, please complete the application form and attach it to your portfolio or completed assignment.

This cover sheet, together with the required documentation outlined above, should be returned to:
HE Admissions Officer; University Centre Weston, Knightstone Road, Weston-super-Mare, BS23 2AL

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Appendix 4

University Centre Weston
ACCREDITATION OF PRIOR CERTIFICATED LEARNING: AP(C)L

This form must be completed by a programme co-ordinator in order to make a recommendation for credit based on Prior Learning which is **Certificated** *(that is, formally assessed and resulting in a qualification or award of credit). On signature by the Assistant Principal: HE, this document becomes confirmation of AP(C)L and is copied to the Applicant and all relevant departments*

Student's Surname:	Forename:	Student Number:

Programme Title:

List below the module codes for any COMPULSORY MODULES *where learning outcomes have been acceptably covered by the student's prior learning. It is helpful to annotate and append a copy of the transcript to indicate where there is broad equivalence with UCW programme modules*

Certificated Module Title	UCW Module Title	Number of Acceptable Credits

Sum of Total Credit to:	Level 4:		Level 5:		Level 6:		*NB: The total volume of AP(C)L should not normally exceed the Maximum Credit Limits by award.*

Confirmation
Student accepted for entry at: UG Level 4 ☐   UG Level 5 ☐   UG Level 6 ☐

Student required to take the following module(s), not covered by AP(C)L above, to meet course requirements for the level/stage of entry.
(Please list module title and credit value)
_____ |

Programme Co-ordinator: ………………………………………………………………………..   ……………………………………………………
                                                                                                    Signature   *Date*

Assistant Principal: HE: ………………………………………………………………………………………..   …………………….
                                                                                                    Signature   *Date*

Attach applicant's form, together with all evidence and any additional feedback, and email to admissions@ucw.ac.uk

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Appendix 5

University Centre Weston
ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING: AP(E)L

*This form must be completed by programme co-ordinators in order to make a recommendation for credit based on Prior Learning which is **Experiential** (that is, uncertified learning which did not result in the award of credit or a qualification. On signature by the Assistant Principal: HE, this document becomes confirmation of AP(E)L and is copied to the Applicant and all relevant departments*

STUDENT NAME		STUDENT NUMBER	

PROGRAMME (*including module title and code*)		

MODULE CLAIMED (*please complete separate form for each module claimed*)	*Tick*	*to confirm*
Content: does the evidence indicate that the student has acquired the types of knowledge/ understanding and skills developed in the module(s)?		
Level: does the evidence indicate that the learning has been at the same higher education level as the modules?		
Volume: does the evidence indicate that the learning has been of sufficient volume to deserve credit equivalent to the module(s)? *Note: this is particularly important in placement-type modules where the applicant must have a certain length of work experience.*		
Currency: is the learning still current, in relation to the module learning outcomes? *Note: as a rule of thumb, ten years is considered the maximum 'shelf life' over which the learning is considered current. However, this will depend on subject. For instance, learning in subjects where there has been rapid technological development, or where professional requirements have briefer currency.*		
Authenticity: are you confident that the evidence presented is authentic?		

DECISION	*Tick*	*to confirm*
Accept portfolio for credit against module listed above		
the claim. Student is encouraged to resubmit. *Comments in Feedback section below should make it clear where the weaknesses are. In cases where it might be difficult to provide new evidence, the student might be invited to demonstrate learning by undertaking a piece of written or oral assessment.*		
Reject the claim and recommend student to engage with the whole programme. Student is not encouraged to resubmit (comments below should make it clear where the shortfalls are)		
FEEDBACK ON ANY WEAKNESSES OR GAPS / SUGGESTIONS FOR RESUBMISSION		

Programme Co-ordinator: ……………………………………………………………………………   ……………………………………………
<div align="center">*Signature*   *Date*</div>
HE Partnership Manager: ……………………………………………………………   …………………………………………………
<div align="center">*Signature*   *Date*</div>

Attach applicant's form, together with all evidence, and emailed to admissions@ucw.ac.uk

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